

## FEDERAL ELECTION COMMISSION

WASHINGTON, D.C. 20463

March 1, 2001

Ron Licht, Treasurer
Democratic Party of Wisconsin Federal
Account
222 State Street, #400
Madison, WI 53703

Identification Number:

C00019331

Reference:

October Quarterly Report (7/1/00-9/30/00)

Dear Mr. Licht:

This letter is to inform you that as of February 28, 2001, the Commission has not received your response to our request for additional information, dated February 7, 2001. This notice requests information essential to full public disclosure of your federal election campaign finances. To ensure compliance with the provisions of the Federal Election Campaign Act (the Act), please respond to this request (copy enclosed).

An adequate response must be received at the Commission by March 21, 2001. Adequate responses received on or before this date will be taken into consideration in determining whether audit action will be initiated. Requests for extensions of time in which to respond will not be considered. Failure to provide an adequate response by this date may result in an audit of the committee. Failure to comply with the provisions of the Act may also result in an enforcement action against the committee. Any response submitted by your committee will be placed on the public record and will be considered by the Commission prior to taking enforcement action.

If you should have any questions regarding this matter, please contact Andrea Wilkens on our toil-free number (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division) or our local number (202) 694-1130.

Sincerely,

John D. Gibson

Assistant Staff Director Reports Analysis Division



### FEDERAL ELECTION COMMISSION

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October Quarterly Report (7/1/00-9/30/00)

Dear Mr. Licht:

This letter is prompted by the Commission's preliminary review of the report(s) referenced above. The review raised questions concerning certain information contained in the report(s). An itemization follows:

-The beginning cash balance of this report should equal the ending balance of the Amended July Quarterly Report received 12/14/00. Please clarify this discrepancy and amend any subsequent report(s) that may be affected by this correction.

The totals listed on Lines 6(c), 11(c) and 12, Column B of the Summary and Detailed Summary Page(s) appear to be incorrect. Please be advised that you should add the "Calendar Year-to-Date" total from your previous report to the current "Total This Period" figure from Column A to derive the correct Column B totals. Please amend your report and any subsequent reports that may be affected by this correction.

-Commission Regulations require that a committee disclose the identification of all individuals who contribute in excess of \$200 in a calendar year. (11 CFR §104.3(a)(4)(i)) Identification for an individual is defined as the full name, mailing address, occupation and name of employer. (11 CFR §100.12) Your report discloses contributions from individuals for which the identification is not complete.

You must provide the missing information, or if you are unable to do so,

you must demonstrate that "best efforts" have been used to obtain the information. To establish "best efforts," you must provide the Commission with a detailed description of your procedures for requesting the information. Establishing "best efforts" is a three-fold process.

First, your original solicitation must include a clear and conspicuous request for the contributor information and must inform the contributor of the requirements of federal law for the reporting of such information. (11 CFR §104.7(b)(1))

Second, if the information is not provided, you must make one follow-up, stand alone effort to obtain this information, regardless of whether the contribution(s) was solicited or not. This effort must occur no later than 30 days after receipt of the contribution and may be in the form of a written request or an oral request documented in writing. (11 CFR § 104.7(b)(2)) The request must:

- clearly ask for the missing information, without soliciting a contribution;
- inform the contributor of the requirements of federal law for the reporting of such information, and
- if the request is written, include a pre-addressed post card or return envelope.

Third, if you receive contributor information after the contribution(s) has been reported, you shall either a) file with your next regularly scheduled report, an amended memo Schedule A listing all the contributions for which additional information was received; or b) file on or before your next regularly scheduled reporting date, amendments to the report(s) originally disclosing the contribution(s). (11 CFR §104.7(b)(4))

Please provide the missing information or a detailed description of your procedures for requesting the information. For more information on demonstrating "best efforts," please refer to the Campaign Guide.

-Your report erroneously discloses transfers-in from the non-federal account on a Schedule A for supporting Line 18 of the Detailed Summary Page; rather, this transfer(s) should be disclosed on a supporting Schedule H3. Please amend your report this activity on the correct schedule.

-Your report includes memo Schedule As totaling \$17,300 from the Democratic Victory Fund. However, there are no corresponding entries on

a Schedule A supporting Line 12 of the Detailed Summary Page to support these memo Schedules. Please clarify this apparent discrepancy and, if necessary, amend your report.

-Schedule A supporting Line 12 of the Detailed Summary Page discloses transfers-in from ASDC-Dollars for Democrats totaling \$72,720; however, there are no corresponding memo Schedule As to support these transfers. In addition, ASDC-Dollars for Democrats only reports transferring \$30,000 to your committee. Please clarify these apparent discrepancies.

A review of the reports filed by your committee (pertinent portion(s) attached) indicates that your committee received a transfer(s) from the Democratic National Committee (DNC) totaling \$1,042,445; however, the DNC reports transferring only \$999,805 to your committee. Please clarify these apparent discrepancies.

-Your EVENT YEAR-TO-DATE calculations for administrative/voter drive are incorrect. EVENT YEAR-TO-DATE totals for administrative and voter drive costs are derived by aggregating all disbursements during the calendar year for the whole Administrative/Voter Drive category. EVENT YEAR-TO-DATE totals for fundraising, direct candidate support, and exempt activities are derived by aggregating all disbursements during the calendar year within a specific event. These should be calculated by adding the latest disbursement for a category or event to the previous EVENT YEAR-TO-DATE total for that category or event. This running EVENT YEAR-TO-DATE total should be disclosed after each disbursement is listed. Please amend your report by providing the correct EVENT YEAR-TO-DATE totals.

-Please amend your report by providing the address for each disbursement itemized on Schedule H4 supporting Line 21(a).

-Schedule H2 of your report indicates that your committee participated in direct candidate support activities or events during the reporting period. However, there are no corresponding disbursements reflected on your Schedule H4. Note that you need not include activities on Schedule H2 if there are no corresponding payments made for the activity during the reporting period. If any disbursements were incorrectly reported, you should file an amended Schedule H4 with the correct unique identifying code or title, or provide clarifying information regarding the activities on Schedule H2.

# PAGE 4 DEMOCRATIC PARTY OF WISCONSIN FEDERAL ACCOUNT

A written response or an amendment to your original report(s) correcting the above problem(s) should be filed with the Federal Election Commission within fifteen (15) days of the date of this letter. If you need assistance, please feel free to contact me on our toll-free number, (800) 424-9530 (at the prompt press 1, then press 2 to reach the Reports Analysis Division). My local number is (202) 694-1130.

Sincerely,

Andrea Wilkens

Senior Reports Analyst

Reports Analysis Division

Andrea Wieslans

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